



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

3/30/15

Sandra Clay
1010 Cleveland Ave
Keokuk IA 52632

Dear Sandra,

This letter is in regards to the 3/26/15 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Sandra will place a safety cap in one outlet in her sun room.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Sandra will secure straps on hot tub cover.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Sandra will pick up branches in her outdoor play area and remove.

☐ 110.5(1)l A safety barrier surrounds any heating stove or heating element.

Sandra will place barrier around little space heater in sun room.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Sandra will need documentation of current physicals for Nemo, Sheba, and Saber.

☐ 110.5(1)t Within 12 months of registration or renewal of registration, private sewer or wastewater has been tested for efficient functioning and improper leakage.

Sandra will need to provide documentation of current inspection (within two years).

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Need physical for I.C.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Need school-aged health status form for H.M.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need updated physical for A.B., E.C., L.C.(4), M.M.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need for I.W., L.W., A.W.(4), A.W.(6), L.C.(5), L.C.(4), L.C.(6)

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need update for E.C., M.M. Need for A.W.(6), A.B. Need on state form for F.C.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Need for A.W.(6)

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need for A.W.(6) Need signature and date on form for A.B.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 5/14/15.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **5/14/15**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling
Social Worker II

MACHELLE PEZLEY

Machelle Pezley
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).